PDF Technologies

PDF Reader Pro

Quick Start Guide

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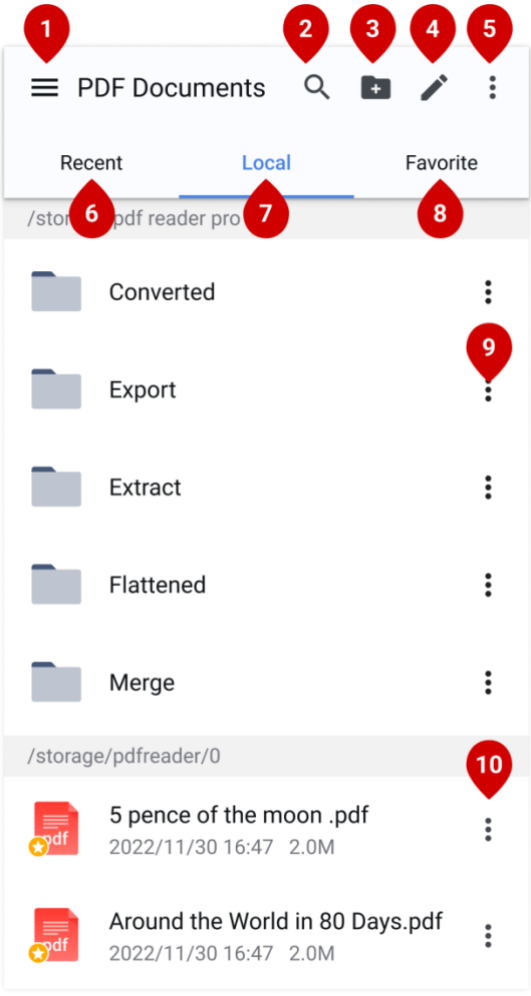
Chapter 1 - Overview

1) Files Menu

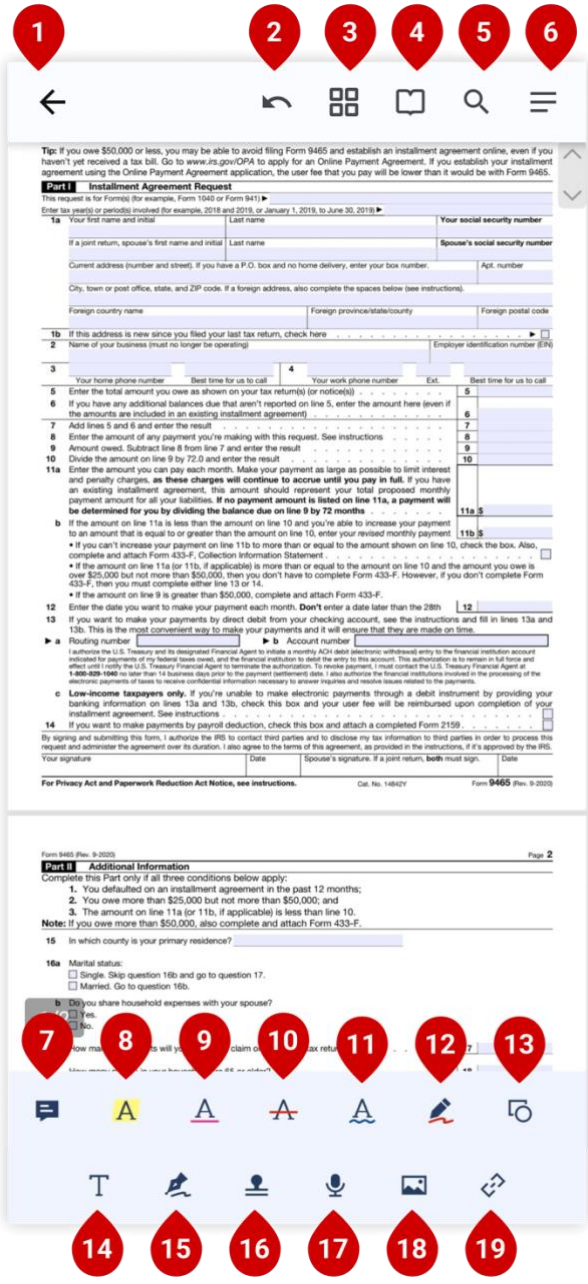
In PDF Documents tab, the menu bar provides you with a possibility to manage your files stores in PDF Reader Pro.



1. PDF Documents / All Documents / PDF Tools / Scan / Settings / Upgrade / Free PDF Templates / More Products
2. Search file
3. Create new folder
4. Tap to edit files
5. More Actions (Sort By, List Mode/Grid Mode, System Files, Files from SD Card/USB, WiFi Transfer, Merge PDFs)
6. Recently opened files
7. Local files
8. Favorite files
9. Tap to edit the folder (Rename / Delete)
10. Tap to edit the file (Copy/ Convert / Move / Rename / Delete / Share...)

2) Viewer Menu

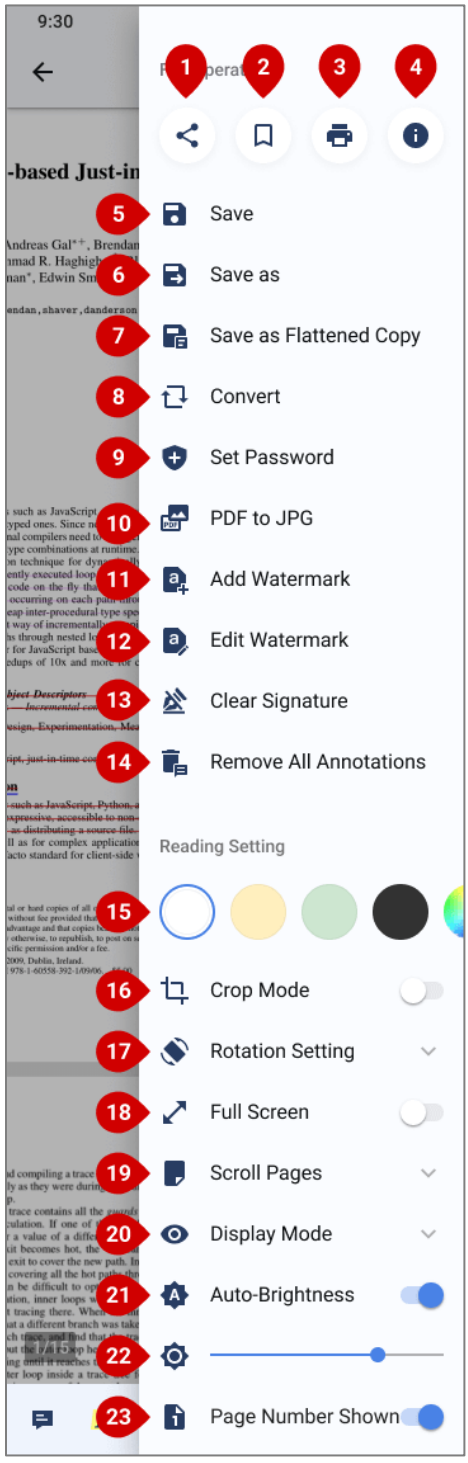
PDF Reader Pro provides an easy-to-understand and concise way that you can perform all actions while reading PDF documents.



1. Back to file list
2. Redo / Undo
3. Tap to edit pages
4. Tap to reveal AOB
5. Search text
6. More Actions
7. Anchored note
8. Highlight
9. Underline
10. Strikeout
11. Squiggly
12. Freehand
13. Shapes
14. Text box
15. Sign PDFs
16. Add stamps
17. Add audios
18. Insert images
19. Add link

3) Viewer Menu - More Actions

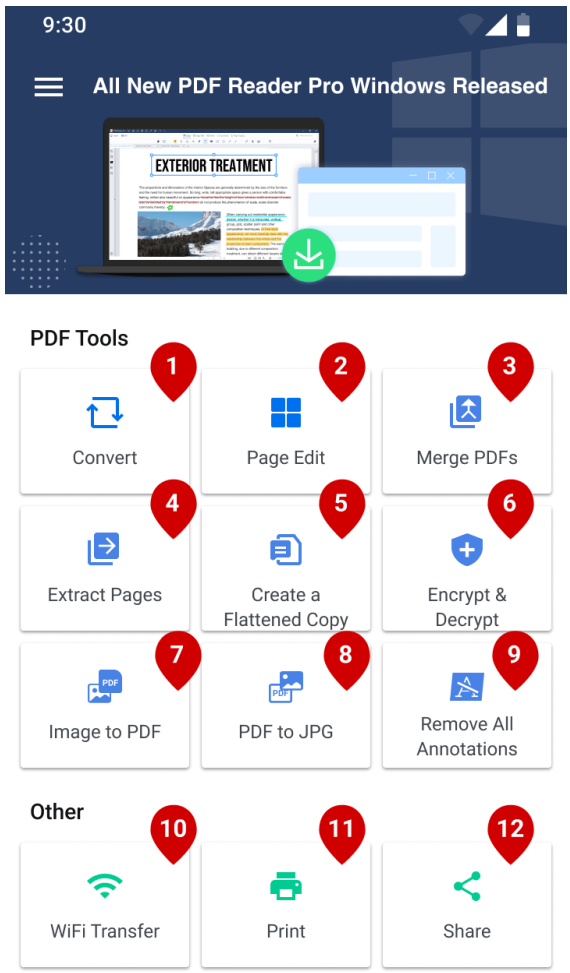
When viewing a file, you may also tap ☰ for more editing options.



1. Share the file
2. Add bookmark
3. Print the file
4. Get the file info
5. Save
6. Save as
7. Save as flattened copy
8. Convert
9. Set password
10. PDF to JPG
11. Add watermark
12. Edit watermark
13. Clear signature
14. Remove all annotations
15. Page themes settings
16. Crop mode
17. Auto rotation settings
18. Full-screen mode
19. Scroll mode
20. Display mode
21. Auto-brightness
22. Customize brightness
23. Page number shown

Chapter 2 - PDF Tools

Use PDF tools to quickly complete common operations such as PDF merging, extracting, converting and more.



1. Convert
2. Edit pages
3. Merge PDFs into one
4. Extract PDF pages
5. Save PDF as flattened copy
6. Set/Remove passwords
7. Convert image to PDF
8. Convert PDF to image
9. Remove all annotations
10. Transfer files via WiFi
11. Print PDFs
12. Share PDFs

Chapter 3 - How to Utilize Annotation Tools

PDF Reader Pro provides a full set of annotating tools. Once you select, you can annotate continuously.

1) How to Annotate

Anchored Note |This tool allows notes to be added to your document as comments. Notes are life savers when it comes to cross referencing and adding contextual knowledge. Select the tool, then click where you want to add a note and it will pop up right there.

Text Markup|Select tools (**Highlight, Underline, Strikeout, Squiggly**) and tap to change the color and opacity.

Freehand Drawing |Add freehand drawings by hand writing and tap to change **Color** / **Opacity** / **Thickness** / **Brush Size**.

Shapes |Select the shape tools (**Circle, Rectangle, Arrow and Line**). Pick the shape, color and other options. Then click and drag it anywhere you want.

Text Box |Click on any place in the document and start typing, and tap to change font and style.

Signature |Add legally binding signatures to documents. Choose the tool, either select signatures or add a new one. Then click where you want to put the signature in the document.

Stamp |Select the tool and customize stamps.

Audio |Add audio notes anywhere in your PDFs.

Image |Insert a picture into your document.

Link |Redirect a text or an area to needed destinations by Pages, URL and Email.

2) How to Save Annotations

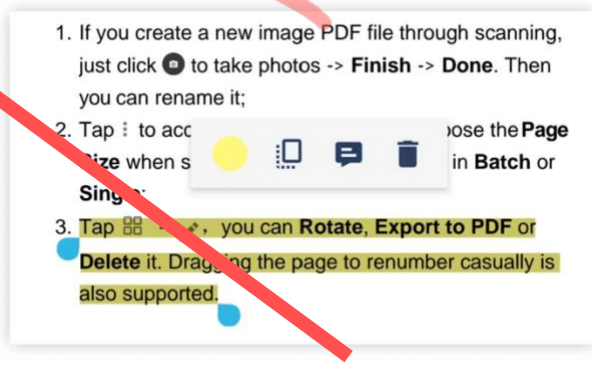
If your files are saved in the local, just do as below:

1. Enter the reading page, make comments to change your PDF files. All your changes will automatically save in the file.
2. Or you can tap ☰ and choose **Save** button, then your changes will be saved.
3. Or tap **Exit** button, then your changes will be saved.

If your files are from the third app like email, you should download it first, and then you can search it in **Local**.

3) Delete Annotations

1. Turn off the annotation tool you are currently using;
2. Tap on the annotation and choose 🗑 from the pop-up menu bar to remove it.



3. Or you can tap to reveal **AOB**, then batch delete annotations in the list of **Annotation**.
4. If you want to remove all annotations, you can tap ☰ and choose **Remove All Annotations** button.

4) Stamp

Add special stamps to your PDF files:

1. Enter the reading page, and tap ;
2. Select **Standard** to get an ordinary text stamp, such as APPROVED, FINAL;
3. Choose **Custom** to create a customized **Image Stamp** or **Text Stamp**;
4. Put the stamp into the file by clicking where you want it to be;
5. The custom stamps will be stored. If you don't need them, just click to delete them.

5) Audio

1234

Add audio notes to your PDFs

1. Access to the reading page, and tap ;
2. Select to start the recording;
3. Click to Play, Share, Save as or Delete.

6) Image

Inset images into the file:

1. Go to the reading page and tap ;
2. You can **Use Camera** or **Photo** to get an image;
3. Then click where you want it to be;
4. If you want to remove the image, just click it and choose **Delete**.

7) Link

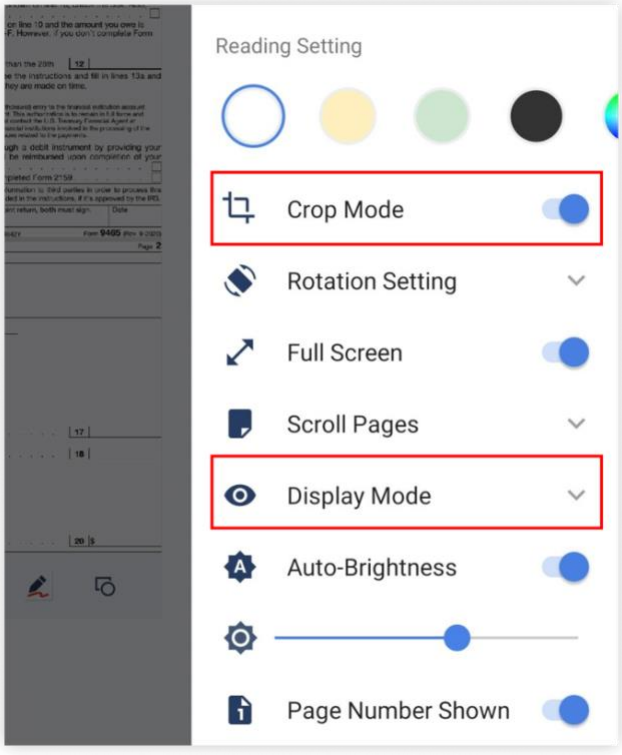
You can direct and redirect the pages by setting and editing the link:

1. Go to the reading page, and click ;
2. Then select the texts or an area you want to add link;
3. Set hyperlinks by **URL** / **Page** / **Email**;
4. You can edit the link. If you don’t need it, just click the link area and choose **Delete**;
5. If you want to change the destination, just click the link area and select **Edit**.

Chapter 4 - How to Set Different Display Mode

PDF Reader Pro supports all kinds of display mode, you can choose any suitable mode to read, annotate, edit, sign, convert, and so on.

1) Display Mode



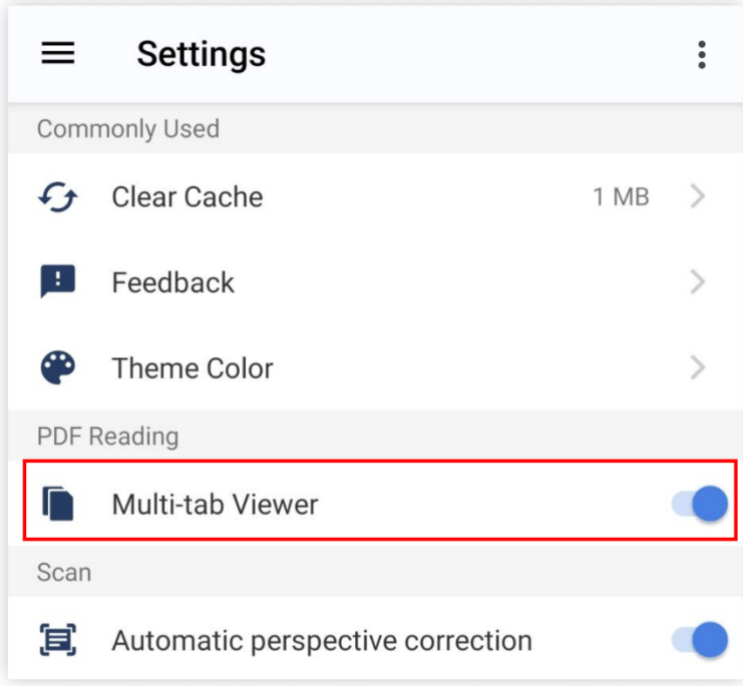
Everyone has their own reading habits; you can choose with the following mode:

1. Go to the reading page, and click ☰ ;
2. Then you can choose Crop Mode On/Off;
3. Also, you can change **Display Mode** with Single Page, Two Page and Book Mode.

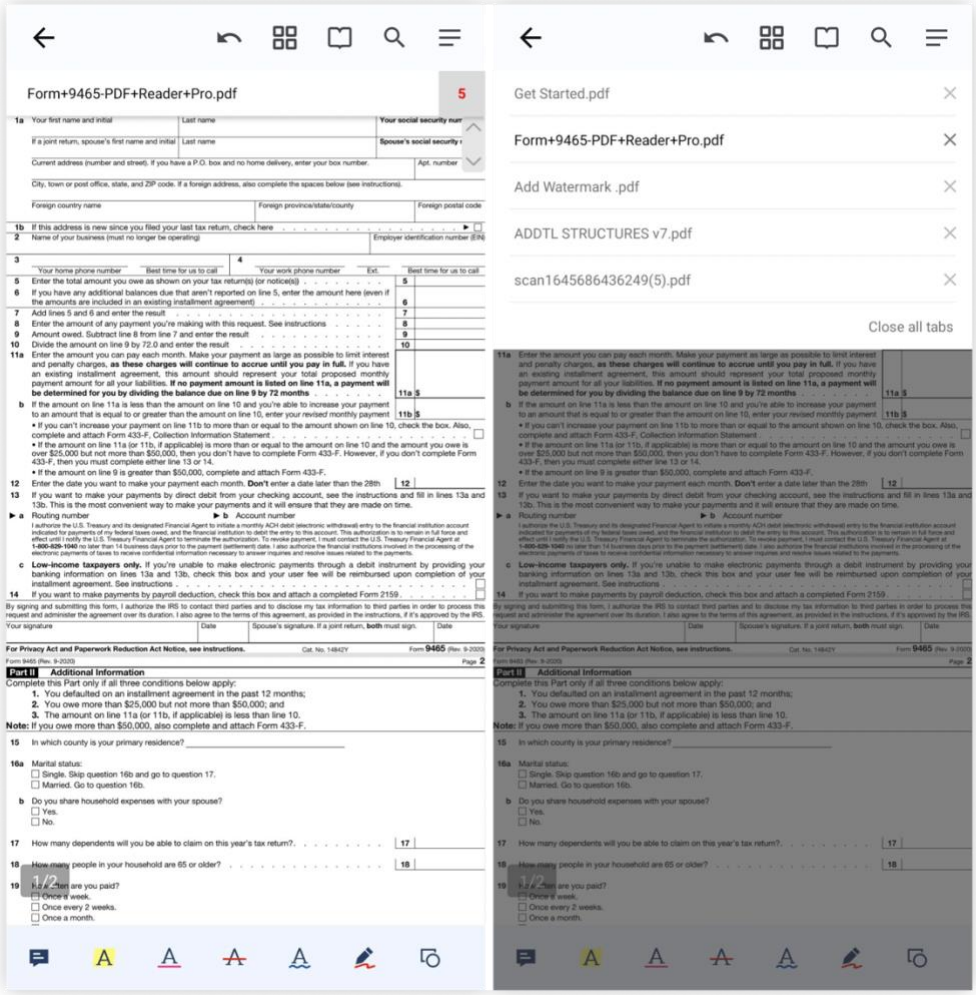
2) Multi-tab Viewer

If you want to deal with multiple PDFs at the same time, you can set Multi-tab Viewer:

1. Launch PDF Reader Pro and click ≡;
2. Then choose Settings, under PDF Setting is Multi-tab Viewer;
3. Click to switch On/Off Multi-tab Viewer;



4. Then access multiple PDF documents（**at most** 5 **PDFs**）, easily switch between open documents.

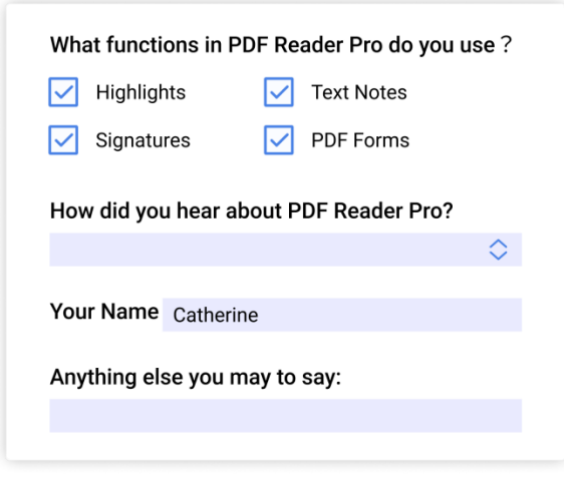


Chapter 5 - Fill out Form

Fill out forms is a key requirement for any PDF editor. **PDF Reader Pro** helps you to complete tax forms, applications or other PDF forms with interactive fields such as text fields, checkboxes, radio buttons, combo boxes, list boxes and etc.

1. **Text field** – just click on the field to start typing;
2. **Checkbox and Radio Button** – check the appropriate box to make your choice;
3. **List box and Combo box** – choose form item text, making it more flexible to your form;
4. **Button** – trigger actions for these buttons to print, send email, or reset your form.

Dynamic XFA forms are not currently supported in PDF Reader Pro for Android.



Chapter 6 - Sign

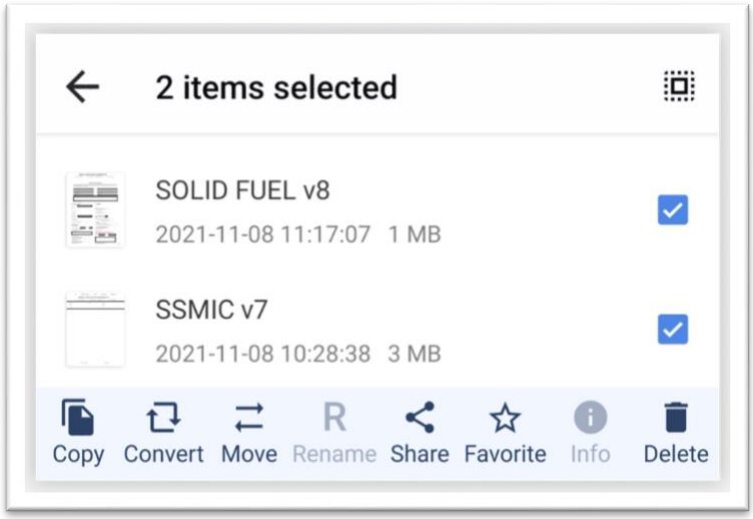
PDF Reader Pro provides you the best signing experience on Android.

1. Enter the reading page, and tap ;
2. Click **+** to create a new signature;
3. Now you can create a beautiful handwritten signature; Or you can add an image signature by tapping ;
4. Then click **Done**, select the signature and insert it in an appropriate place in the PDF;
5. If you want to delete the signature, just click and choose from the pop-up menu or click and choose **Clear Signature**.

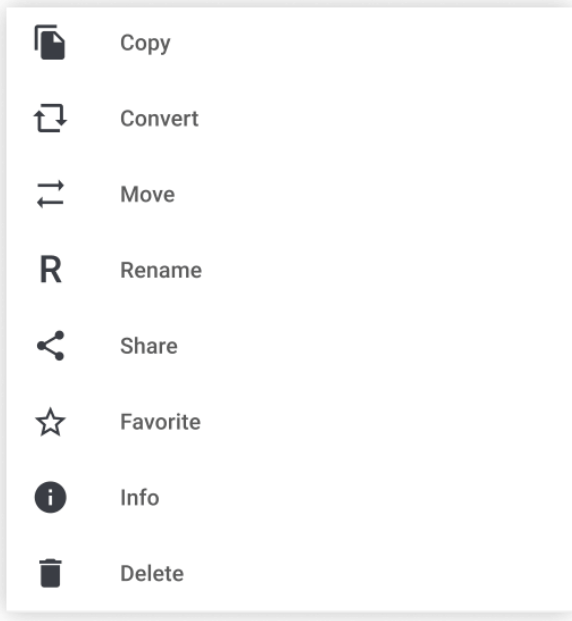
Chapter 7 - How to Manage PDF Files

You can edit both the PDF files in your **Local** and the favorite folders.

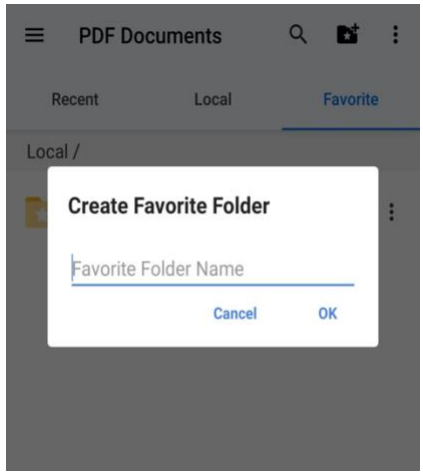
1. Click , you can edit files in batch;



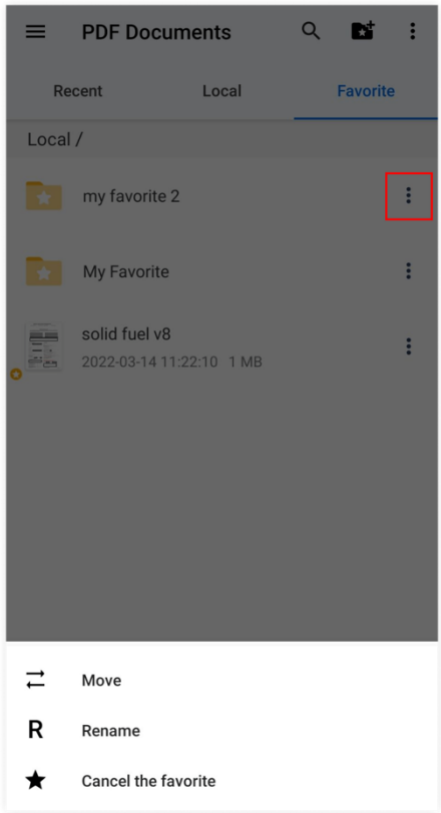
2. If you want to edit a specified file in your **Local**, just click ⋮ to manage your file.



3. If you want to **Add** a new Favorite Folder, then click to create a Favorite Folder.



4. If you want to **Move**, **Rename**, **Cancel** your Favorite Folder, just click ⋮ to organize your Favorite Folder.



Chapter 8 - How to Merge PDFs

1. Launch PDF Reader Pro and switch to **Local**;
2. Click ⋮ -> **Merge PDFs**;
3. Tick PDF files that you want to combine and tap **Merge**;
4. Then there will pop a window where you can rename the new file;
5. Click **OK** and finish to merge files.

Chapter 9 - How to Manage PDF Pages

With PDF Reader Pro, you can preview the whole PDF document in thumbnails. In page editor mode, you can renumber, rotate, extract, insert and delete PDF pages.

1) Renumber PDF Page

1. Open a file and click ;
2. In the page editor mode, choose the page you want to reorganize and drag it to where you want it to be.

2) Rotate PDF Page

1. Open a file and click ;
2. In the page editor mode, click ;
3. Tick one page or more pages and choose **Rotate**;
4. Tap Done to rotate your pages successfully.

3) Extract PDF Page

1. Open a file and click ;

2. In the page editor mode, click ;
3. Tick one page or more pages and choose **Extract**;
4. Then a new file will be stored automatically in **Extract** under **Local**.

4) Insert PDF Page

1. Open a file and click ;
2. In the page editor mode, Click ;
3. Tick one page or more pages and choose **Insert**;
4. Then you can insert a blank page or a ruled / music / squared page in the existing PDF behind the page(s) you selected;
5. Also, you can customize **Page Size** and **Orientation** before inserting.

5) Delete PDF Page

1. Open a file and click ;
2. In the page editor mode, Click ;
3. Tick one page or more pages and choose **Delete**.

Chapter 10 - Watermark

PDF Reader Pro allows you to add and edit watermarks on PDF files.

1) Add Watermark

1. Enter the reading page, tap ☰ and choose **Add Watermark** ;

2. Set and customize text or image watermark. You can change the **Size**, **Rotation** of the watermark by simply holding ;

3. Tap ⚙ on the top right, there you can change **Color, Opacity, Page Range,** and choose **From gallery** or **From camera** to change image watermark;

4. After all the settings are finished, you can place the watermark anywhere on the PDF and click **Done**.

2) Edit Watermark

1. Enter the reading page, tap ☰ and choose **Edit Watermark**;

2. Click **Edit** on the bottom left and you are free to change watermark settings.

Chapter 11 - Convert & Scan

There has been a great upgrade in PDF Reader Pro Android with the best PDF-to-Office converter. It enables you to convert PDFs to Word, Excel, PPT or TXT easily. What's more, it supports to export images to and from PDFs.

1) PDF to Office

➢ PDF to Word / Excel / PPT / TXT

1. Go **PDF Tools** and tap **Convert** -> Tick targeted files;
2. Or turn to **Local** -> Tick ⋮ next to your targeted file and tap **Convert**;
3. Or go **PDF Documents** and tap ✎ -> Tick your targeted files and select **Convert**;
4. Or open a PDF file and select ☰ -> Choose **Convert**;
5. Select target format as **Word, Excel, PPT, TXT** and set **Page Range**;
6. Then tap **Convert** and a new file will be stored automatically in **Converted** under **Local**.

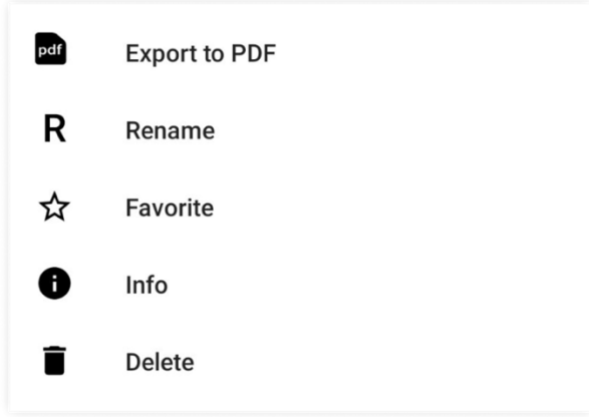
➢ PDF to Image

1. Open a PDF file and tap ☰ -> Select **PDF to JPG**;

2. Or go **PDF Tools** and **PDF to JPG** -> Tap your targeted PDF;
3. Customize your desired **Page Size** and **Page Range**, able to export your annotations as well;
4. Then tick **Confirm** and the images will be saved in **Converted** under **Local**.

2) Local Files in Scan

Click ≡ and select **Scan**. In **All**, click ⋮ to **Export to PDF**, **Rename**, **Favorite** or **Delete** the file.



3) Create PDF File from Images

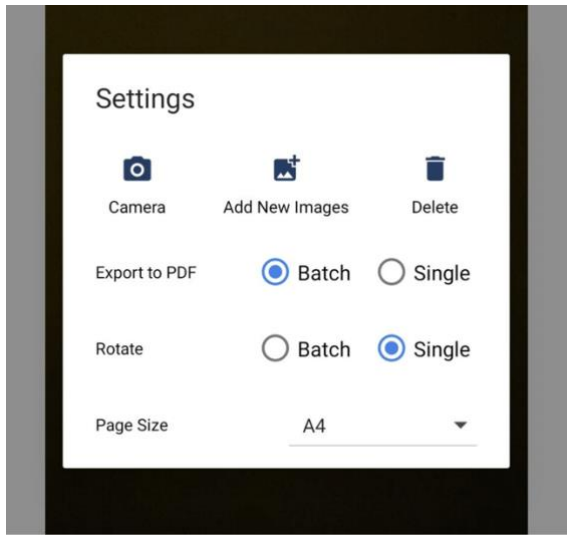
1. If you create a new image PDF file through scanning, just click to take photos -> **Finish** -> **Done**. Then you can rename it;

2. Tap ⋮ to access to settings. You can choose the **Page Size** when scanning and **Export to PDF** in **Batch** or **Single**;

3. Tap -> , you can **Rotate**, **Export to PDF** or

Delete it. Dragging the page to renumber casually is also supported.

Tip: Click ☰ and select **Settings**, you will find **Automatic perspective correction** under **Scan**, switch on and it will automatically fix perspective distortions when you scan and crop images



4) Enjoy Filters

Different filters applied in the same image give you different feelings. PDF Reader Pro enables you to enjoy various filters. Just do as following:

1. In **Scan**, choose an image PDF file, and click ;
2. Different filters will show, then select what you need.

Chapter 12 - Differences Between Free and Pro Version

Subscribe to enjoy exclusive features.

	Free	Premium
Advanced Features		
Remove Ads to read purely	X	V
Convert unlimited files freely	X	V
Key Features		
Convert PDFs to Word, Excel, PPT or TXT		
Export PDFs to images or images to PDFs		
Merge multiple files freely		
Insert, extract, reorder and rotate pages		
Add handwritten or image signatures		
Set passwords to protect PDFs		
Add text or image watermarks to PDFs		
Read PDFs with multi-tab viewer		
Annotate PDFs with highlight, stamps and more		
Priority customer support		

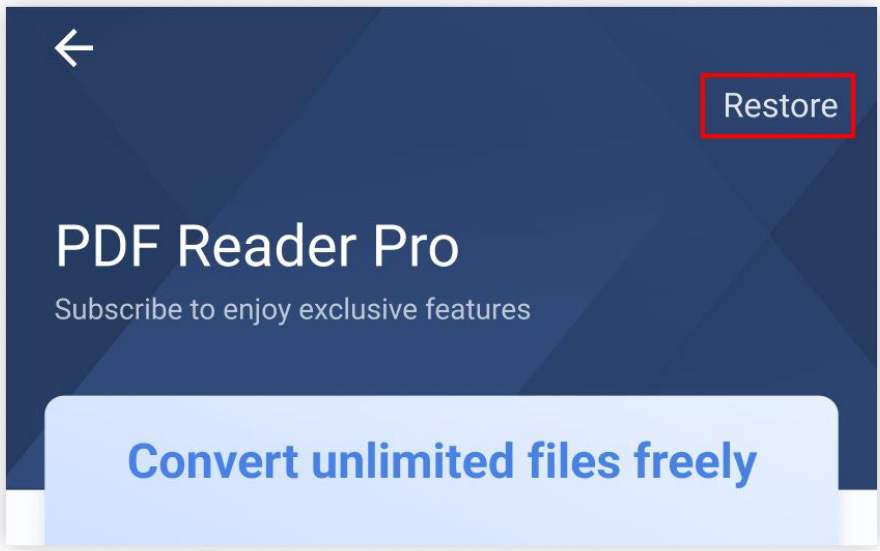
Price and Plan: **USD $3.99 / Month**

Subscribe to enjoy exclusive features

Chapter 13 - Restore The Purchase

All transactions are tied to your Google Account, so you can restore previous purchase with the same Google Account that you previously used.

1. Open the app and click **Upgrade** on the sidebar;
2. A window will pop up, then click **Restore**;
3. Once you see Restore Successfully message, you will be able to remove the ads, convert unlimited files freely and work without any interruptions.



Chapter 14 - How to Access Files

1) Open Documents in Files

1. Open **Documents** in your Android and choose **Files**;
2. Select the file you want to open and choose **PDF Reader Pro**;
3. Then the file will open automatically.

2) Open Email Attachment

1. Open the mail in your mail App;
2. Tap and hold on the attachment;
3. Select **PDF Reader Pro** to open in;
4. A copy will be saved to PDF Reader Pro.

3) Open Files in Wechat

1. Open the file in your Wechat;
2. Click **More** -> select **Open in Other App** -> choose **PDF Reader Pro**;

3. If you choose **Always**, then PDF Reader Pro will be your default PDF reader.

4) Open Files in Cloud Storage

1. Tap on your cloud account like Dropbox, One Drive, Google Drive and etc.;
2. Find the document and tap it to start the downloading process;
3. After it, you can choose PDF Reader Pro to read the file.

5) Open in SD Card/USB Flash Disk

1. First open PDF Reader Pro;
2. Tap **Local** -> Tap ⋮ -> Tap **Files from SD Card/USB** -> Tap **+** -> select the folder for authorization -> Select the file you want to open.

6) Transfer Files via WiFi transfer

1. First open PDF Reader Pro;

2. Tap **Local** -> Tap ⋮ -> Tap **WiFi Transfer**;
3. Visit the given address with your desktop web browser.
4. Drag and drop files or choose **Upload Files.**

Chapter 15 - How to Customize Themes

1. Open the file and enter the reading page;
2. Click ☰;
3. You can choose different background theme colors: **Light Mode, Sepia Mode, Dark Mode, Reseda Mode** and **Custom Mode** under **Reading Setting**.

Chapter 16 - How to Make PDF Reader Pro as Your Default Viewer

1. When you want to open the file, tap the **More icon** or **long tap** the file;
2. Choose **Open in Other App**;
3. Tick **PDF Reader Pro** and choose **Always**;

Or if you have set other app as the default PDF viewer, please do as follows first, then try the steps above:

1. Open the **Settings** app;
2. Tap **Apps & Notifications**;
3. Tap the app that you set as the default PDF viewer, tap **Open by Default** and then choose **Clear Defaults**.

For more details, please visit official website:

https://www.pdfreaderpro.com

Should you need any further help,

please feel free to contact us at:

support@pdfreaderpro.com